



MISSION OF THE UNITED STATES OF AMERICA TO GERMANY EMPLOYMENT OPPORTUNITY

Announcement No. 85-06

Date: 09/15/2006

POSITION TITLE	Taxpayer Service Specialist (LM61718-MMD)
LOCATION	American Consulate General, Frankfurt am Main, Internal Revenue Service
OPEN TO	U.S. Citizen only >>Dual Citizens cannot be considered!!<< (Eligible Family Members, Ordinarily Resident and Not Ordinarily Resident U.S. Citizen)
SALARY AND GRADE	Position Grade: GS-09 – US\$ 38,175 p.a.
SCHEDULE	Full-time, 40 hrs./week
OPENING DATE	September 15, 2006
CLOSING DATE	Open Continuous
SECURITY REQUIREMENT	Fingerprints will be required as part of the pre-employment process. Meeting this is a condition of employment. Selectee will undergo appropriate tax checks prior to employment. Prior to employment, selectee must be cleared by consulate security check.

PERTINENT APPLICATION INFORMATION

- **Eligibility Requirements:** All applicants, who are not/not AEFMs, EFM's or U.S. citizen MOHs officially recognized by the German Ministry of Foreign Affairs, as defined below, must provide proof of citizenship - copy of passport or identity card (Personalausweis) and possess a valid German residence and work permit, if required, in compliance with host government laws and regulations prior to application. Please note that the U.S. Mission cannot sponsor applicants for either permit. Locally Employed Staff (LES) of U.S. Mission Germany having served less than 12 months in their current position are not eligible to apply. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. Not Ordinarily Resident (NOR) employees, who are currently employed under a Personal Services Agreement (PSA) are ineligible to apply for newly advertised positions within the first ninety (90) days of their employment unless hired on a When Actually Employed (WAE) work schedule.
- **Selection Criteria:** When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference in hiring over other equally qualified candidates in accordance with U.S. law and State Department regulation. Therefore, it is essential that the candidate address the required qualifications of the position in their application. The U.S. Mission will consider issues such as conflict of interest, nepotism, residency status, and whether applicant has a work permit, in determining successful candidacy.
- **Application Procedures:** Interested applicants must submit the following to be considered for employment:
 1. Application for U.S. Federal Employment (SF-171) - covering the last **ten** years of employment. In addition to the SF-171, a letter of introduction and supporting documentation (e.g. copies of degrees earned, certificates, awards, etc.) that address the required qualifications;
 2. Instead of using form SF-171, a resume format which includes a letter of introduction, a current bio data sheet or curriculum vitae may be submitted in addition to any other supporting documentation (e.g. copies of degrees, certificates, testimonials, awards, etc.) that address the required qualifications of the position;
 3. Candidates who claim U.S. Veterans preference **must** provide a copy of their Form DD-214 with their application;
 4. **Application language (letter of introduction and CV or resume) is English – please do not include any documents in German.**

5. This is an IRS controlled vacancy, therefore, the hiring process for this position will follow IRS mandated regulations and procedures. This is a **Civil Service** position and benefits include eligibility for Federal Employee Health Benefits, Government Group Life Insurance, sick and annual leave and paid holidays. **Moving or Housing expenses are not authorized.**

Selected applicant will receive initial training for this position up to 10 weeks in Washington D.C. - Expenses during this training will be paid.

- **Submit Applications To:** Internal Revenue Service, American Consulate General, Gießener Straße 30, 60435 Frankfurt am Main

If you would like your application materials returned, a self-addressed pre-stamped envelope must be submitted with your application. Note that neither the Embassy nor the Consulates refund travel expenses incurred by the interviewee.

BASIC FUNCTION OF POSITION

Incumbent provide assistance to the public by answering technical and procedural questions about U.S. Federal Income Tax Laws and U.S. Tax Treaties. Assists also in preparation of U.S. tax returns and in electronic filing. This service will be provided via telephone, correspondence, e-mail, fax, and/or personal interview.

REQUIRED QUALIFICATIONS

Applicants must demonstrate one year of specialized experience equivalent to the next lower grade level, OR substitute education as described below.

- **EXPERIENCE:** For **GS-09:** At least 1 year specialized experience equivalent to a GS-07 level position in the Federal Government. Experience that demonstrate a substantive knowledge of business practices, basic accounting principles and U.S. Federal tax laws and regulations, and that requires the ability to audit tax records, analyze systems and bookkeeping, use fact finding techniques. Such experience may have been gained in government, business or industry, investigative work, banking, law, accounting or other work appropriate to the position to be filled

or

- **EDUCATION:** Masters Degree, or 2 years of graduate level education (major study in accounting, auditing, taxation, business administration, law, or other related fields), or LL, B or J.D., if related, or 1 year of specialized experience equivalent to the next lower grade level (GS-07 - 1 full year of Graduate level education (major study in accounting, auditing, taxation, business administration, law, or other related fields) or superior academic achievement).
- **LANGUAGE:** Level IV (fluent) English and German language skills are required (speak/write and read).
- **KNOWLEDGE, SKILLS, ABILITIES:** >>These requirements must be addressed detailed with the application<<
- Ability to research, analyze and interpret technical materials, and skilled in application of procedural instructions are required.
- Skilled in oral and written communication and in dealing with the public and good interpersonal skills are required.
- Excellent knowledge of MS Office Suite is required.
- Knowledge of basic tax laws or other tax-related materials is required.

DEFINITIONS:

Appointment Eligible Family Members (AEFMs): is an Eligible Family Member (EFM) who is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets **all** of the following criteria:

- U.S. citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority (not SOFA);
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
- Does **not** receive an U.S. Government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

Eligible Family Members (EFMs): Family Members at least age 18 and listed **on the travel orders** of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority (not SOFA) but who do not meet the definition of AEFM above.

Member of Household (MOH): A MOH is a person who 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Will reside at post with the sponsoring employee. This category may include: unmarried partners of the same and/or opposite sex, parents, and other relatives or adult children (21 and over) who fall outside the Department's current legal and statutory definition of EFM (6 FAM 111.3).

Ordinarily Resident (OR): A citizen of the host country (Germany) or a citizen of another country (U.S. citizen, EU national, etc.) who has shifted their main residency focus to the host country and has the required work and/or residency permit for employment in country. OR applicants must be residing in country to be considered eligible for employment.

Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs and EFMs of a FS, GS, and uniform service members who are eligible for employment under an American U.S. Government pay plan, on the travel orders, and under Chief of Mission authority (not SOFA), or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: Open Continuous

The U.S. Mission in Germany provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliations. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts of relief.

Approved: IRS: SWStanley
Cleared: MGT/HR: SKFeatherstone
Drafted: MGT/HR: FBachmann

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